

Mandatory Agency-wide Training for APHIS Employees

April 2006

NOTE: This document is updated quarterly and posted on the APHIS Training and Development Branch website at

http://www.aphis.usda.gov/mrpbs/training_employee_development.html

1. Civil Rights Training (Non-technical training)—*USDA mandates that for each **Fiscal Year**, every employee will need to complete specific Civil Rights training, which is listed below:*

CY 06

- **Disability Rights**—The following training options are or will be available soon to meet this mandatory training requirement:
 - An AgLearn module on Disability Rights will be available in June or July 2006.
 - Classroom materials and self-study materials with video will be available from the APHIS Training and Development Branch (TDB) by late May 2006.
 - Basic PowerPoint presentation for groups is currently available. Contact David Foley, 301-734-6367 to obtain a copy.

CY 07

- **Nonsexual Workplace Harassment**—This topic is currently being re-evaluated by the USDA Civil Rights Office.

Contact: David Foley, TDB, Employee Services Division (ESD) Riverdale, MD (301) 734-6367

2. Supervisory Training (Non-technical training)—*OPM policy mandates that probationary supervisors attend 40 hours of supervisory training within the first 12 months of their supervisory appointment.*

- **New Supervisor Training:** APHIS requires new, FIRST-TIME Federal supervisors in a 12-month supervisory probationary period attend Fundamentals of APHIS Human Resources Management-Blended Learning (FAHRM) for probationary supervisors. This course meets the requirements set forth by OPM, as well as the supervisory skills requirements USDA and APHIS have identified for successful supervision. Course components include:
 - 40 classroom hours (performance management, leadership skills, Civil Rights/EEO and core communication skills)
 - 4 web-based seminars
 - Position management and classification
 - Staffing, recruiting and hiring
 - Safety, health and wellness
 - Conflict Prevention and Resolution
 - 2 online AgLearn courses
 - Pay, leave and compensation
 - Performance Planning

Once APHIS supervisors complete all of the above training components, they will have satisfied the OPM and APHIS mandatory supervisory training requirements for probationary supervisors and will receive a certificate of course completion, of which a copy will be placed in their Official Personnel Folder (OPF), and a copy will be sent to their second-line supervisor.

Contact: Betsy Guardiola, TDB/ESD, Riverdale, MD (301) 734-8554

- **APHIS Supervisory Training Policy:** APHIS Directive 4315.1, Training Policy for APHIS Supervisors, Managers, and Executives, was issued April 8, 2005, to ensure that APHIS supervisors, managers, and executives stay current on the art of managing, which is their key function. This policy requires that this group of employees complete a 360-degree leadership assessment instrument at least once every 5 years to determine their individual developmental needs. Annually, they will be expected to prepare an individual development plan (IDP) or learning contract with their supervisors that cover those areas needing attention as identified in the above assessment. Annually, they will then be expected to complete at least 24 hours of training or equivalent developmental activity(ies) directly related to one or more of the competencies planned for in their development plan. Developmental activities can include formal classroom training, on-the-job training, web-based training, details, etc. You can find a copy of the Directive, information/guidance on assessments, and Frequently Asked Questions (FAQ's) on the APHIS TDB website at www.aphis.usda.gov/mrpbs/training/training_policies.html.

Contact: Linda Story, TDB/ESD, Riverdale, MD (301) 734-5732

3. Ethics Training (Non-technical training)—Ethics Training--Annual ethics training is mandated for all Federal employees whose positions require them to file a financial disclosure report. The disclosure requirement is to provide a routine formal process for the identification of potential conflicts of interest and appearances of conflicts at their earliest stages. Identifying potential conflicts of interest early provides agencies and employees the opportunity to remedy situations that could, if unchecked, compromise the public confidence in the integrity of the Federal Government. Designated APHIS employees will be notified in September of each year that their reports must be filed by an October deadline, and that they must complete 1 hour of online ethics training by December 31. To access this training, please log on to AgLearn at www.aglearn.usda.gov, and type "Ethics:" in the "keywords" field from the Simple Catalog Search link in the Catalog. Employees may meet the annual ethics training requirement by completing a minimum of 3 of the 16 "Ethics:" training modules offered. Employees will need a USDA eAuthentication Level 2 User ID in order to register for any AgLearn courses.

New Employees--The Office of Government Ethics (OGE) issued regulations requiring that each new employee be given a minimum of 1 hour of official time within (30) days of appointment to review the Standards of Ethical Conduct for Employees of the Executive Branch and other ethics guides. The new employee orientation information is posted at: www.aphis.usda.gov/mrpbs/ethics.html.

In addition, all financial disclosure report filers who are considering leaving the Federal government, as well as any other USDA employees who wish to do so, must meet with their ethics advisors to assure full understanding of the rules governing the process of seeking outside employment and Federal post employment. Employees considering leaving the Federal service should review the “Post Employment Restrictions” module located on AgLearn. To find this course in AgLearn, type “Post Employment Restrictions” in the “keywords” field from the Simple Catalog Search link in the Catalog.

Contact: Mary Royster, HRD, Washington, DC (202) 720-9858

4. USDA Security Literacy and Basics Training (Non-technical training)—All government employees are required to complete this online training each year, which is available through the online training source “AgLearn” at www.AgLearn.usda.gov. The deadline for all USDA employees to be trained is August 15 for 2006 and all subsequent years, in order to allow the Inspector General sufficient time before the end of each fiscal year to examine and validate course completion. Although the law requires that the training be completed by the end of the fiscal year, the Secretary’s office also asked agencies to restrict computer access for those employees who have not completed the training by Aug 15. Employees will need a USDA eAuthentication Level 2 User ID in order to register for any AgLearn courses. Training should take approximately 30 minutes to complete. To find this course in AgLearn, type “Security Literacy” in the “keywords” field from the Simple Catalog Search link in the Catalog. Employees will need to successfully pass a test at the end of the course in order to satisfy the mandated training requirements. Course completion will be tracked by AgLearn and Program areas notified for follow up with those employees who do not complete the training.

NOTE: For remote users, please contact your business unit Information Systems Security Manager (ISSM) for a CD of this training. If you do not know who your unit ISSM is, you can contact Billy Smith, Information Systems Security Program Manager, at the number below.

Contact: Billy Smith, IT, Riverdale, MD (301) 734-7604

5. Emergency Response Basic Training (Non-technical training)—To ensure the preparedness of our Agency, the Secretary of Agriculture has mandated that all USDA employees, irrespective of job series or classification, become familiar with basic Incident Command System (ICS) concepts and structure. Therefore, all employees must complete this **one-time training requirement** of the two basic courses ICS 100 and ICS 200, which are available through the Agriculture Learning Service “AgLearn” (www.AgLearn.usda.gov). Employees will need a USDA eAuthentication Level 2 User ID in order to register for any AgLearn courses. **New employees** have 90 days from their effective start date to complete the training. To find the ICS courses in AgLearn, type “Incident Command System” in the “keywords” field from the Simple Catalog Search link in the Catalog. The training requires approximately 2 hours per course, and certificates are printable upon completion of an end-of-course test with a score of 70% or higher, which will satisfy the mandated training requirements.

Contact your Emergency Programs Coordinator

6. Supervisor Safety (OSHA) Training (Non-technical training)—APHIS is required by Federal Regulation (29 CFR 1960 and OSHA) to provide supervisors with safety training. This course meets those requirements and provides the APHIS supervisor with the information needed to better understand what is expected of them with regard to safety, health, and environmental regulations. Employees will need a USDA eAuthentication Level 2 User ID in order to register for this course on AgLearn (www.AgLearn.usda.gov). New supervisors should be trained as soon as possible, but no later than 120 days from their supervisory appointment. Refresher training should occur if there are changes in the supervisor's career (upwards) because the authorities/roles of managers/directors are different than a front-line supervisor. Program directors may direct their managers and supervisors to attend the training for refresher, given their assessment of the performance/accomplishments regarding safety and health within their sphere of authority. To find this course in AgLearn, type "Supervisor Safety" in the "keywords" field from the Simple Catalog Search link in the Catalog. Training requires approximately 1.5 hours to complete, and certificates are printable upon completion of an end-of-course test with a score of 70% or higher, which will satisfy the mandated training requirements.

Contact: Peter Petch, Safety, Health, & Employee Wellness Branch (SHEWB)/ESD, Riverdale, MD (301) 734-5383

7. Driver Safety Training (Non-technical training)—All employees required to operate Government motor vehicles while on duty, or Government-provided vehicles while in travel status, must complete defensive driver training, as stated in the Marketing and Regulatory Program Manual 5400. Full-time, permanent employees who operate a vehicle must complete an initial course equivalent to 8 hours of training by a nationally sanctioned body, such as the American Automobile Association, National Safety Council, General Services Administration sponsored course, etc., or State/local government agencies' driver improvement programs. Refresher training is required every 3 years and may be the completion of a 4-hour equivalent course, or completion of the 8-hour equivalent course. Part-time, seasonal hires, temporary employees, and official volunteers are required to complete a 4-hour equivalent course, but at their supervisor's discretion may complete the 8-hour course. Employees who routinely travel on government business and use government funded rental cars, or employees who occasionally use Government vehicles fall under the 4-hour course requirement.

The APHIS Safety, Health, and Employee Wellness Branch, Employee Services Division, strives to help field supervisors by providing the 4-hour refresher course material to their respective safety officer, or regional office, and by providing an opportunity for employees to take the 8-hour course on-line, as funds permit. Ultimate responsibility for ensuring the employees are trained rests with the supervisor.

Contact: Richard Tyner, SHEWB/ESD, Riverdale, MD (301) 734-5991

8. Overseas Personal Security Training for Employees Who Work Overseas More Than 30 Days (Non-technical training)—Effective as of January 1, 2004, the Department of State is requiring that all American personnel requesting country clearance and who are working overseas

for more than 30 days attend a mandatory overseas personal security training prior to their travel. Employees are required to take a 4-day training class “Serving Abroad for Families and Employees” (SAFE). The SAFE course includes relevant elements of two Department of State courses, the “Security Overseas” and “Working in an Embassy.” The course is offered in two modules, which can be taken consecutively or separately. “Working in an Embassy” and “Security Overseas” can be taken on-line or at the National Foreign Affairs Training Center (NFATC) in Arlington, VA. Contact one of the representatives below to sign up for either training.

Contact: For IS: Mary Ellen Keyes, TDB/ESD, Riverdale, MD (301) 734-6513 For PPQ: Nancy Rodriguez, PPQ/PDC, Frederick, MD (240) 629-1984 For VS: Cindy Pericak, TDB/ESD, Riverdale, MD (301) 734-4990 For WS: Elaine Gilbert, TDB/ESD, Riverdale, MD (301) 734-5917

9. U.S. Constitution Training (Non-technical training)—The fiscal year 2005 Omnibus Appropriations Act (Public Law 108-447), which became law on December 8, 2004, states that Federal agencies must provide employees with educational and training materials concerning the United States Constitution each year. All Federal employees are required to receive this training annually. There are two ways to satisfy this training requirement for FY 06: (1) SkillSoft has created a course entitled “Overview of the U.S. Constitution,” which is available in AgLearn. To access this free course in AgLearn, type “Constitution” in the “keywords” field from the Simple Catalog Search link in the Catalog. The training takes approximately ¾ of an hour to complete; (2) For remote users, the APHIS Training and Development Branch (TDB) has created a Q&A PowerPoint presentation on the U.S. Constitution, which is available upon request from your APHIS TDB representative. (If you don’t know who your TDB representative is, a listing is posted on this--the TDB—website, or you can call the contact number below.) Once you have completed the PowerPoint training, you will need to notify your program AgLearn Administrator so that they can enter your name into the AgLearn tracking system and receive credit for completion of this mandatory training.

Contact: TDB, ESD, Riverdale, MD (301) 734-4949

10. Requisition Management Training (Technical training)—All Federal requisitioners, funds approvers, and contracting officers (CO’s) who need to access the new Integrated Acquisition System (IAS) are required to complete a one-time online training in AgLearn entitled “IAS: Requisition Management Rev 2 Complete,” which provides fundamental instruction in the use of the IAS. To find this mandatory course in AgLearn, type “IAS” in the “keywords” field from the Simple Catalog Search link in the Catalog. Employees will need a USDA eAuthentication Level 2 User ID in order to register for this course on AgLearn (www.AgLearn.usda.gov). Two other courses are also available on IAS which are optional: “IAS 2.4: New Features and Functionality,” which is recommended because it shows any changes made in the last release 2.4; and “IAS: Requisition Management Rev 2;” which is recommended for CO’s and Error Managers.

Contact: Beverly Brown, ASD, Washington, DC (202) 260-5193

11. Individual Development Plan (IDP)/Learning Contract—Currently, there is no APHIS-wide IDP policy other than the APHIS Supervisory Training Policy described in #2.above; however, both APHIS and the Department encourage managers and supervisors to use IDP's or learning contracts as a tool for developing their employees. Check with your specific program to see if there is an existing program policy on IDP's or learning contracts that you should follow.

Contact: Your assigned TDB training specialist (which is posted on this TDB website)

Mandatory Agency-wide Training for APHIS Employees Checklist--April 2006

Applicable to:

Mandatory Training	Supervisors, Managers, Executives	Probationary Supervisors	New Employees	All Employees	Certain Employees
<i>1. Civil Rights Training</i>				✓	
<i>2. Supervisory Training</i>	✓	✓			
<i>3. Ethics Training</i>			✓		✓
<i>4. USDA Security Literacy & Basics Training</i>				✓	
<i>5. Emergency Response Basic Training</i>			✓	✓	
<i>6. Supervisory Safety (OSHA) Training</i>	✓				
<i>7. Driver Safety Training</i>					✓
<i>8. Overseas Personal Security</i>					✓
<i>9. U.S. Constitution Training</i>			✓	✓	
<i>10. Requisition Management Training</i>					✓